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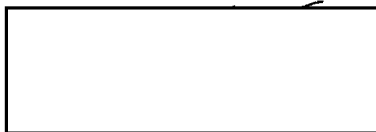
OSD Declassification/Release Instructions on File

9 AUG 1955

MEMORANDUM FOR: Director of Personnel

SUBJECT : Annual Report of the Mobilization Staff

Transmitted herewith is the first Annual Report of the  
Mobilization Staff.



Chief, Mobilization Staff

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MOBILIZATION STAFF

REPORT OF PROGRESS AND PROGRAM PLANS

SECTION I - MAJOR ACCOMPLISHMENTS AND SIGNIFICANT DEVELOPMENTS - 1 July 1954 -  
30 June 1955

	<u>Page</u>
1. Introduction . . . . .	1
2. CIA Regulation [ ] . . . . .	1
3. Support Planners Committee . . . . .	1
4. Formation of CIA-Defense Committee by Secretary of Defense on Organization and Training of the CIA Reserve	2
5. Reorganization of CIA Military Reserve for Training Purposes . . . . .	2
6. Presentation of Bulk Military Personnel Requirements to the Services. . . . .	3
7. Reserve Census . . . . .	3
8. Conversion Table of CIA Organizational Codes to Military Occupational Specialties. . . . .	3
9. Civilian Reserve . . . . .	4

SECTION II - OBJECTIVES FOR CURRENT YEAR AND STATUS OF CURRENT PROGRAM FOR  
1 July 1955 - 30 June 1956

	<u>Page</u>
1. Mobilization Tables of Organization. . . . .	5
2. Personnel Mobilization Manual. . . . .	5
3. Three Year Planning Cycle. . . . .	5
4. Department of Defense Relationship . . . . .	6
5. CIA Military Reserve . . . . .	6
6. Civilian Reserve . . . . .	6

SECTION III - PROGRESS OUTLOOK FOR BUDGET YEAR FOR THE PERIOD 1 July 1956 -  
30 June 1957

25X1A EXHIBITS:

- A - [ ]
- B - General Erskine Letter
- C - Military Personnel Status forms (3)

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SUMMARY

MOBILIZATION STAFF

SECTION I - MAJOR ACCOMPLISHMENTS AND SIGNIFICANT DEVELOPMENTS - 1 July 1954 -  
30 June 1955

Completing the first full year of its existence, the Mobilization Staff concentrated its efforts on establishing basic regulations, procedures and techniques. CIA Regulation [ ] "Personnel Mobilization Planning" was developed, coordinated and issued thus establishing basic policy to serve as a charter for the work of the Mobilization Staff. The Staff supplied Office of Personnel representation to the Support Planning Committee of the Clandestine Services Planning Board in the form of developmental work on support annexes to cold war operation plans. A draft of a Personnel Support Planning Guide was forwarded to the Support Committee for use as an annex [ ] As a result of Staff efforts, both internal to CIA in preparing papers for the concurrence of the various Directors and in presenting studies for consideration by the Secretary of Defense, there was formed a CIA-Defense "Ad Hoc" Committee to review and recommend policy on the organization and training of the CIA reserve. Presentation of bulk military personnel requirements was made to the military departments and detailed breakdowns including job classification, title, branch of service, service grade, rank and number were developed for [ ] such requirements. A census of Agency military reservists was instituted and returns totaling [ ] reservists were received and tabulated on machine records. In one area of techniques methods, a conversion table of CIA occupational codes to military occupational specialties was completed. A program for reorganization and training of the CIA military reserve component was prepared for presentation to the Department of Defense.

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Approved For Release 2003/04/17 : CIA-RDP80-01826R000100040005-6

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SUMMARY

MOBILIZATION STAFF

SECTION II - OBJECTIVES FOR CURRENT YEAR AND STATUS OF CURRENT PROGRAM FOR  
1 July 1955 - 30 June 1956

The major objective for the coming year is the development of Mobilization Tables of Organization so that occupational requirements will be known in sufficient detail to permit matching personnel and jobs. In this process the project size of the Agency and the size and nature of the reserve can be established. A personnel mobilization manual is another objective so that policy and procedure guides can be given to line supervision in connection with personnel mobilization planning. Further clarification of Department of Defense relationships will be sought by means of presentation of at least ten issues to the "Ad Hoc" Committee previously mentioned. The work of matching military reservists on board with military requirements will proceed and the status and nature of training will be determined accordingly. An approach will be taken to the problem of the civilian reserve, including the specific problems of nature of contract, method of compensation and training.

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SECTION I - MAJOR ACCOMPLISHMENTS AND SIGNIFICANT DEVELOPMENTS - 1 July 1954 -  
30 June 1955

1. Introduction

Activated just prior to 1 July 1954, the Mobilization Staff completed the first full year of its existence at the end of the report period. During this time there were three chiefs assigned, although the balance of the Staff remained stable. For approximately 11 months of the period, the mobilization program was placed at Branch level within the Planning and Analysis Staff. As the year closed, this effort was raised to Staff status as one of the four staffs under the Deputy Director of Personnel for Planning and Development. Table of Organization as the year closed consisted of Chief, three Personnel Research Officers, one of whom was military and a secretary steno.

2. CIA Regulation [redacted]

Perhaps it is only natural that any long range planning effort should be received with a note of skepticism. Mobilization planning is no exception and it is therefore, with considerable coordination effort that a basic policy directive was secured. Regulation [redacted] "Personnel Mobilization Planning", Exhibit A, was developed and approval secured during the report period, thus establishing basic policy which serves as a charter for the work of the Mobilization Staff.

3. Support Planners Committee

Although the name of the Staff would appear to indicate that personnel mobilization planning alone was its function, the Staff is assigned Office of Personnel responsibility for long-range manpower planning. As such, the Office of Personnel representation on the Support Planning Committee of the Clandestine Services Planning Board was delegated to the Staff and meetings attended where support annexes to cold war operational plans were developed. The Staff prepared a Personnel Support Planning Guide as an annex to [redacted] which is expected will be adopted with revision by the Support Committee. With the adoption of a three year planning cycle and a better understanding of the phases at which personnel planning is possible, this function of the Staff assumes a more specific direction permitting detailed occupational planning in connection with operational plans for the various countries. The DD/Pers/PD has assumed the representation for the Office of Personnel on this Committee for the coming year but the Personnel Support Planner for the group will continue to be a member of this Staff.

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4. Formation of CIA-Defense Committee by Secretary of Defense on Organization and Training of the CIA Reserve

Although a sizeable percentage of Agency employees are members of the Armed Forces reserve, agreements with the Department of Defense on the control of this manpower are several years old and have been challenged at one time or another by one or more of the service bureaus. The Agency is also a sponsor for a joint service-reserve group which operates independently of service programs under a series of old agreements. Realizing the vulnerability of the Agency on this score, the Director of Personnel and the Director of [REDACTED] DD/P, strongly backed the efforts of the Mobilization Staff to obtain current clarification of mutual CIA-Defense personnel control problems. The Staff work, both internal to CIA in obtaining concurrences of various directorates to and in preparing and presenting correspondence and staff studies for consideration by the Secretary of Defense was conducted throughout the year by the Mobilization Staff. This effort was crowned with success when at the end of the fiscal year, Secretary of Defense named a CIA-Defense "Ad Hoc" Committee on the Organization and Training of the CIA reserve. (Exhibit B). This Committee is chaired by a representative of the Secretary of Defense, but the agenda and the CIA position papers do and will emanate from this Staff. To date, a number of issues have been dealt with, the first and fundamental one being retention by CIA of its employees who are military reservists, regardless of their reserve affiliations.

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5. Reorganization of CIA Military Reserve for Training Purposes

Through the efforts of the War Plans Division, PPC, DD/P, and the War Planning Groups in the various theaters there has been made available to the Office of Personnel the general plans for CIA operations in time of war. There now exists a Command Relationship Agreement between the Joint Chiefs of Staff and this Agency with respect to unconventional warfare in support of the theater commanders. These developments have made it evident that current CIA military reserve organization and training is not in line with the war mission of the Agency. Collaboration with the commanding officers of the military reserve units and PPC Staff, a revised training organization has been developed and approved within CIA for presentation to the military departments. This organization has allocated the reserve spaces given the Agency by the military for training purposes into the following area units:

Headquarters Unit, European Command Unit, Far East Command Unit, Pacific Command Unit, Near East Command Unit, Western Hemisphere Command Unit.

Detailed MOS structure has been developed for the various units and individual reservists will be slotted against this structure as soon

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as possible. Concurrent with the proposed reorganization, a three phase training program based on orienting the reservist in the CIA's wartime mission and increasing his military proficiency, has been developed. This training program was a cooperative effort with the reserve training officers of the CIA sponsored military reserve units.

6. Presentation of Bulk Military Personnel Requirements to the Services

25X1 The Department of the Army through the Adjutant General and the Department of the Navy through the Bureau of Naval Personnel requested the Agency to furnish detailed mobilization requirements for military personnel for inclusion in service mobilization plans. In these requests lie in part the answer to the general problems of Agency control of its inactive military reservists. Although premature from the standpoint of the Agency, since its mobilization planning had not advanced to a point where occupational requirements were known, nevertheless, extraordinary efforts were made to comply in view of the manpower prize involved. The Mobilization Staff succeeded in preparing detailed requirements based on certain broad assumptions. These included converting overseas T/O positions to military specialties, converting current Agency assignments to inactive reservists to military specialties, and adding additional requirements which could be particularized by the three components, namely, Training, Communications and Military Personnel Division, Office of Personnel. In this manner, detailed occupational requirements which included job classification, title, branch of service, service grade, rank and number were developed for  military manpower requirements.

7. Reserve Census

25X1A Ordinarily, when employees first enter the Agency, they complete a statement as to military reserve status. This practice has been allowed to lapse occasionally for a period of months nor was there any arrangement provided for keeping the information obtained on a current basis. For these reasons, it was determined, during the past year, that current census of military reserves in the Agency was required. This was undertaken by the Mobilization Staff concurrently with revision and revival of the military reservists status questionnaire given EOD's. As of 30 June 1955, returns were approximately 90 percent complete and totaled  reservists. Pertinent data received on these reports was processed to the Machine Records Division. To keep the information current, a Military Personnel Status-Change Sheet was devised and placed into use. The various forms used on this project are attached as Exhibit C.

8. Conversion Table of CIA Organizational Codes to Military Occupational Specialties

The basic tools of the planner are statistical and classification

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techniques. In this area, the most important development during the year was the preparation and publication of a "Table of Agency Classification Titles and Codes with Comparable Military Classification Titles and Codes". This document was designed to assist personnel mobilization planners throughout the Agency in the determination of qualitative military personnel requirements. Approximately 500 Agency job titles were listed with comparable job titles for each of the military services. Special mention must be made here of the cooperation of the Classification Wage Division which loaned an experienced officer on a part time basis for this purpose.

9. Civilian Reserve

While the initial emphasis has been on the formation of a comprehensive military reserve program, some work was done toward possible establishment of a civilian reserve group. A major handicap in this area is the problem of personnel control, since it is apparent that as far as this group is concerned there will be little Agency control in event of hot war. However, a staff study and a proposed regulation on the subject was developed and coordinated within the Office of Personnel although its reception was such as to indicate drastic revision.

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SECTION II - OBJECTIVES FOR CURRENT YEAR AND STATUS OF CURRENT PROGRAM FOR  
1 July 1955 - 30 June 1956

1. Mobilization Tables of Organization

The Office of Personnel has made significant progress in the defining of CIA occupational specialties and in codifying same by fields and groups. A similar development must take place with respect to standard organization for CIA components of Joint Staffs, for stations and field teams as related to the wartime mission. A tie-in to current Tables of Organization is required to establish the nature and timing of the transition to war organization. These are the elements in the most important single task facing the Mobilization Staff for the coming year, namely, the development of CIA wartime Table of Organization. The improvised basis on which requirements planning has proceeded to date, which has been based essentially on protecting current personnel assets, must be improved by a more professional approach. With realistic requirements spelled out in sufficient occupational detail to permit matching men and jobs, then the gaps can be determined and provision made for filling those gaps from a non-employee reserve. The DD/I complex will be approached first and detailed instructions are ready. The Support Offices will follow in turn. It is expected that the [redacted] DD/P, and the Theater War Planning Groups will accomplish this objective for the DD/P headquarters and field.

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2. Personnel Mobilization Manual

Personnel mobilization planning must originate with line supervision. The originating echelon must be given policy and procedural guidance. The Office of Personnel has an obligation to define the personnel policies and procedural aspects of this broad problem for the operator. It is, therefore, proposed to make, as an important objective of the Mobilization Staff, the production of a Personnel Mobilization Manual. Experience gained to date will be compiled in systematic fashion and policy points will be explored by means of staff studies so as to produce a guide which will represent considered policy and workable procedures. This project is considered the most significant one in the general field of techniques and methods, others being concerned with records and reports.

3. Three Year Planning Cycle

A major objective of the Staff is to perform the personnel

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support planning in connection with the clandestine services three year planning cycle. This will be accomplished through the Support Planning Committee and by means of developing detailed personnel requirements for the various country plans as these plans are completed by the clandestine services. Once established, the periodical quarterly revision of the personnel annexes to the country plans will be a maintenance problem, but obtaining the original is the large item here which cannot be met in the first quarter of the fiscal year.

4. Department of Defense Relationship

The Staff work in connection with the "Ad Hoc" Committee previously mentioned will be a major factor during the year with at least ten issues to be presented, solutions sought and recommendations carried out. One example is quoted. An agreement will be sought on the identifying and earmarking of non-employee reservists for duty in CIA in the event of mobilization.

5. CIA Military Reserve

While a policy start has been made on this problem as indicated previously, the implementation represents a considerable work load which this Staff will share with the Military Personnel Division and the Unit Commanders. The reservists in the CIA units must be re-classified in eight of planned requirements. Only one out of every three military reservists employed by the Agency is a member of the CIA reserve component. As our military manpower requirements are clarified so that Department of Defense can see our need, then this problem can possibly be solved by inclusion of the majority of Agency reservists in a joint CIA military reserve component.

6. Civilian Reserve

There must be some impact made on this problem and perhaps there can be if the Staff is successful in the first effort, namely, the development of a mobilization Table of Organization. Having delineated the requirements, it may then be possible to allocate spaces on a realistic basis as between military reservists and present civilian personnel, thus indicating the gaps to be filled by a civilian reserve. Specific problems to be dealt with in this area include the nature of the contract, method of compensation and training.

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SECTION III - PROGRESS OUTLOOK FOR BUDGET YEAR FOR THE PERIOD 1 JULY 1956 -  
30 JUNE 1957

The objectives outlined in Section II for the period 1 July 1955 to 30 June 1956 will pertain for this period in that the Mobilization Staff will be concerned with continued review and analysis for personnel mobilization plans and in the supervision of adopted plans and programs. It is proposed that a theater field trip be made during this period to review progress of personnel planning, and to confer with Theater War Planning Groups. If Agency circumstances are such as to permit acceptance of the "living plan" concept, then this time would be used to provide for such programs as a personnel cadre in the theatre relocation sites and the possible conduct of an exercise to indicate practical problems involved.

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PERSONNEL  
23 June 1955

## PERSONNEL MOBILIZATION PLANNING

**SYNOPSIS:** This regulation prescribes CIA policies and responsibilities for advance planning for the fulfillment of the Agency's manpower mobilization needs in time of war or national emergency.

### CONTENTS

	Page
POLICY . . . . .	1
MOBILIZATION PLANNING PROGRAM . . . . .	1
RESPONSIBILITIES . . . . .	1

### 1. POLICY

In order to develop adequate sources of qualified manpower for immediate use when needed, the Agency will engage in advance personnel mobilization planning.

### 2. MOBILIZATION PLANNING PROGRAM

The Agency's personnel mobilization planning program will include:

- a. The development and maintenance of accurate quantitative and qualitative personnel requirements for the support of Agency mobilization and war plans.
- b. Continuous review and evaluation of Agency personnel mobilization requirements to ensure that the Agency's procurement of personnel is consistent with national manpower resources and objectives.
- c. The development and establishment of an Agency Manpower Mobilization Reserve system which will provide readily accessible sources of qualified manpower needed by the Agency to support and implement approved mobilization and war plans. It will be the objective of the Reserve system to include the following, insofar as the required agreements with the Department of Defense can be established:
  - (1) A Military Personnel Program consisting of members of the Armed Forces on active duty who may be detailed to the Agency in support of Agency mobilization and war plans.
  - (2) A Military Reserve Components Program consisting of Agency employees who are members of the various Armed Forces Reserve Components.
  - (3) A Civilian Reserve Program consisting of selected former employees and other civilian personnel possessing occupational skills required by the Agency upon mobilization.

### 3. RESPONSIBILITIES

#### a. THE DEPUTY DIRECTORS

The Deputy Directors are responsible for developing and maintaining quantitative and qualitative personnel mobilization requirements necessary to the execution of their missions and functional responsibilities in time of war or emergency and for transmitting these requirements to the Director of Personnel.

#### b. THE DIRECTOR OF PERSONNEL

In accordance with full consideration of national manpower resources and objectives, the Director of Personnel will:

- (1) Provide the Deputy Directors with technical guidance and assistance in developing personnel mobilization requirements, in order to ensure uniformity and continuity of purpose.

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REGULATION

PERSONNEL  
23 June 1955

- (2) Evaluate and integrate the personnel mobilization requirements prepared by the Deputy Directors and transmit appropriate recommendations to the Director of Central Intelligence concerning the capability of the Agency to support such programs in terms of available manpower sources.
- (3) Plan the development and maintenance of a CIA Manpower Mobilization Reserve system.
- (4) Disseminate to the Deputy Directors personnel planning guides containing information needed in an expeditious and effective transition to wartime or emergency requirements.
- (5) Develop and distribute appropriate issuances containing administrative procedures for carrying out the policies and responsibilities in this regulation.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Deputy Director  
(Support)

DISTRIBUTION: AB



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**OFFICE OF THE SECRETARY OF DEFENSE  
WASHINGTON 25, D. C.**

**JUN 7 1955**

**MEMORANDUM FOR:** The Secretary of the Army  
The Secretary of the Navy  
The Secretary of the Air Force  
The Assistant Secretary of Defense (Manpower  
and Personnel)

**SUBJECT : Military Reserve Policy for the Central Intelligence  
Agency**

1. The Secretary has received from the Director of Central Intelligence a request to appoint an ad hoc committee composed of representatives from the military departments and the Central Intelligence Agency to develop recommendations for policies and procedures which will:

"1. Provide opportunities for Agency reservists to assume their responsibilities for maintaining military proficiency, and to enable them to secure advancement in military grade commensurate with their age and experience.

"2. Enable Agency reservists, in a manner consistent with security, to remain eligible for at least the same privileges and benefits which accrue to other reservists, including a proportionate share of active and inactive duty training, promotion and retirement credit.

"3. Establish a pool of highly qualified and trained personnel, to be a part of the Military Services Mobilization assignment to CIA."

2. It is considered that any discussion with CIA of these problems will involve not only the routine military personnel policies, but will include also matters of interest to intelligence and possibly operations. It is, therefore, requested that each addressee designate a maximum of two representatives for this purpose who will be qualified to discuss the problems involved from both points of view.

3. Upon receipt of these designations, an ad hoc committee will be convened under the chairmanship of the representative designated by the Assistant Secretary of Defense (Manpower and Personnel).

**G. B. ERSKINE**  
General, USMC (Ret)  
Assistant to the  
Secretary of Defense  
(Special Operations)

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(WHEN FILLED IN)

MEMORANDUM FOR: OFFICE OF PERSONNEL

ATTENTION: CHIEF, PLANNING AND ANALYSIS STAFF

SUBJECT: CURRENT MILITARY RESERVE OR NATIONAL GUARD EMPLOYEES IN

OFFICE DIVISION BRANCH  
(FIELD - USE STATION DESIGNATION ONLY)

AS OF  
MONTH DAY YEAR

1 NAME (LAST-FIRST-MIDDLE) ... COLUMN 1 FOR HEADQUARTERS USE ONLY	2 SERVICE SERIAL NO.	3 BRANCH OF SERVICE	4 RESERVE RANK OR GRADE	5 CURRENT RESERVE CATEGORY	6 MILITARY OCCUPATIONAL SPECIALTY	7 RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED	8 MILITARY MOBILIZATION ASSIGNMENT	9 EXPIRATION OF ENLISTMENT DATE
1.								
2.								
3.								
4.								
5.								
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10.								
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12.								
13.								
14.								
15.								

I N S T R U C T I O N S

A MILITARY RESERVIST IS ANY PERSON APPOINTED OR ENLISTED AS A RESERVE OF THE ARMED FORCES OF THE UNITED STATES, OR ANY PERSON WHO ACQUIRES SUCH STATUS BY TRANSFER PURSUANT TO LAW TO THE NATIONAL GUARD OF THE UNITED STATES, THE ARMY RESERVE, THE NAVAL RESERVE, THE MARINE CORPS RESERVE, THE AIR NATIONAL GUARD OF THE U.S., THE AIR FORCE RESERVE, OR THE COAST GUARD RESERVE.

COLUMN 3 - BRANCH OF SERVICE: ARMY, NAVY, MARINE CORPS, AIR FORCE, COAST GUARD, NATIONAL GUARD OR AIR NATIONAL GUARD.

COLUMN 5 - RESERVE CATEGORY: INDICATE WHETHER YOU ARE IN THE READY RESERVE, STANDBY RESERVE OR RETIRED RESERVE.

- A. THE READY RESERVE CONSISTS OF THOSE UNITS OR MEMBERS OF THE RESERVE COMPONENTS, OR BOTH, WHO ARE LIABLE FOR ACTIVE DUTY EITHER IN TIME OF WAR, IN TIME OF NATIONAL EMERGENCY DECLARED BY THE CONGRESS, OR PROCLAIMED BY THE PRESIDENT, OR WHEN OTHERWISE AUTHORIZED BY LAW. YOU ARE A READY RESERVIST UNLESS YOU HAVE RETIRED, OR HAVE VOLUNTARILY BEEN TRANSFERRED TO THE STANDBY RESERVE, OR HAD YOUR NAME OFFICIALLY PLACED ON THE INACTIVE STATUS LIST BY COMPETENT AUTHORITY.
- B. THE STANDBY RESERVE CONSISTS OF THOSE UNITS OR MEMBERS OF THE RESERVE COMPONENTS (OTHER THAN MEMBERS OF THE RETIRED RESERVE), OR BOTH, WHO ARE LIABLE FOR ACTIVE DUTY ONLY IN TIME OF WAR OR NATIONAL EMERGENCY DECLARED BY THE CONGRESS, OR WHEN OTHERWISE AUTHORIZED BY LAW. THE STANDBY RESERVE INCLUDES THE INACTIVE STATUS LIST.
- C. THE RETIRED RESERVE CONSISTS OF THOSE MEMBERS OF THE RESERVE COMPONENTS WHOSE NAMES ARE PLACED ON RESERVE RETIRED LISTS ESTABLISHED IN ACCORDANCE WITH REGULATIONS PRESCRIBED BY THE APPROPRIATE SECRETARY.

COLUMN 6 - MILITARY OCCUPATIONAL SPECIALTY:

- A. ARMY AND NATIONAL GUARD - ENTER YOUR MOS
- B. AIR FORCE AND AIR NATIONAL GUARD - ENTER YOUR AFSC
- C. MARINE CORPS - ENTER YOUR MOS
- D. NAVY AND COAST GUARD:
  - (1) OFFICERS - ENTER YOUR DESIGNATOR
  - (2) ENLISTED - ENTER YOUR RATING

IF YOUR SPECIALTY NUMBER IS UNKNOWN, ENTER THE TITLE OF YOUR MILITARY SPECIALTY.

COLUMN 7 - RESERVE UNIT TO WHICH ASSIGNED: IF UNKNOWN, ENTER LOCATION OF SERVICE RECORDS.

COLUMN 8 - MILITARY MOBILIZATION ASSIGNMENT: IF YOU HAVE BEEN GIVEN A MOBILIZATION ASSIGNMENT BY COMPETENT MILITARY AUTHORITY ENTER THE NAME OF THE OFFICE AND/OR AGENCY TO WHICH YOU WOULD BE ORDERED IN THE EVENT OF MOBILIZATION. IF YOU HAVE NOT BEEN OFFICIALLY NOTIFIED BY COMPETENT MILITARY AUTHORITY THAT YOU HAVE SPECIFIC MOBILIZATION ASSIGNMENT, LEAVE BLANK.

COLUMN 9 - EXPIRATION OF ENLISTMENT DATE:

- A. ENLISTED PERSONNEL ENTER DATE WHEN CURRENT ENLISTMENT EXPIRES OR WHEN PRESENT RESERVE OBLIGATION ENDS, WHICHEVER IS LATER.
- B. OFFICERS WHO ARE SERVING UNDER OTHER THAN AN INDEFINITE APPOINTMENT ENTER TERMINATION DATE OF CURRENT APPOINTMENT.

<b>MILITARY STATUS QUESTIONNAIRE</b> <i>(READ INSTRUCTIONS ON REVERSE SIDE)</i>				<b>DO NOT WRITE IN SPACES BELOW</b>	
1. THIS DATE (Month-Day-Year)				1-6 SERIAL NUMBER	
2. NAME (Last-First-Middle)				7-24 NAME	
3. DATE OF BIRTH (Month-Year)				25-28 DOB	
4. MARITAL STATUS (Check One)		<input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED <input type="checkbox"/> DIVORCED <input type="checkbox"/> SEPARATED <input type="checkbox"/> WIDOWED <input type="checkbox"/> ANNULLED		29 MARITAL STATUS	
5. RACE		6. SEX <input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		7. NUMBER OF DEPENDENTS	
8. OFFICE TO WHICH ASSIGNED				30 RACE - SEX    31 DEPENDENTS	
9. AGENCY GRADE				10. AGENCY SERVICE DESIGNATION	
11. AGENCY DUTY STATION (Country and City) <input type="checkbox"/> HEADQUARTERS <input type="checkbox"/> OTHER (Specify)				32-33 OFFICE	
12. SUBJECT TO CURRENT DRAFT <input type="checkbox"/> YES <input type="checkbox"/> NO		13. IF YES, INDICATE DRAFT CLASSIFICATION		34-35 GRADE    36-37 SERV DESIG	
<b>VETERANS COMPLETE THE FOLLOWING</b>					
14. BRANCH OF SERVICE				38-42 STATION	
15. MILITARY GRADE UPON SEPARATION				43 DRAFT STATUS    44-45 CLASSIFICATION	
16. TYPE OF SEPARATION (Check One)				46 BRANCH	
<input type="checkbox"/> HONORABLE DISCHARGE		<input type="checkbox"/> RETIRED/PHYSICAL DISABILITY		<input type="checkbox"/> RESIGNED	
<input type="checkbox"/> RETIRED/AGE		<input type="checkbox"/> RETIRED/COMBAT DISABILITY		<input type="checkbox"/> OTHER (Specify)	
<input type="checkbox"/> RETIRED/SERVICE		<input type="checkbox"/> RELEASED TO INACTIVE DUTY			
<b>MEMBERS OF RESERVE FORCES COMPLETE THE FOLLOWING</b>					
17. RESERVE BRANCH OF SERVICE				47-48 SEPARATION GRADE	
18. SERVICE SERIAL NUMBER				49 SEPARATION TYPE	
19. MILITARY OCCUPATIONAL SPECIALTY NUMBER, DESIGNATOR OR RATING				50 BRANCH	
20. MILITARY GRADE				51-60 SERVICE SERIAL NUMBER	
21. RESERVE CATEGORY (Check One)		<input type="checkbox"/> READY RESERVE <input type="checkbox"/> STANDBY RESERVE <input type="checkbox"/> RETIRED RESERVE		61-65 MOS	
22. EXPIRATION DATE OF APPOINTMENT OR ENLISTMENT (Month-Year)				66-67 MILITARY GRADE	
23. DATE OF APPOINTMENT IN CURRENT MILITARY GRADE (Month-Year)				68 CATEGORY	
24. MILITARY MOBILIZATION ASSIGNMENT				69-72 EXPIRATION DATE	
25. RESERVE UNIT TO WHICH ASSIGNED OR ATTACHED				73-76 APPOINTMENT DATE	
26. COMMENTS				77 MOBILIZATION ASSIGNMENT	
				78 ASSIGNMENT UNIT	

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(When Filled In)

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INSTRUCTIONS

ITEM 7 NUMBER OF DEPENDENTS - NUMBER OF CHILDREN (*including stepchildren and adopted children*) WHO ARE UNMARRIED AND UNDER 21 YEARS OF AGE; NUMBER OF OTHER DEPENDENTS SUCH AS PARENTS, STEP-PARENTS, SISTER, ETC., WHO ARE DEPENDENT ON YOU FOR AT LEAST 50% OF THEIR SUPPORT, CHILDREN OVER 21 YEARS OF AGE BUT INCAPABLE OF SELF-SUPPORT.

**ITEMS 14-16 COMPLETE ITEMS 14 THROUGH 16 IF YOU HAVE PERFORMED DUTY IN ANY U.S. ARMED SERVICES OR ANY FOREIGN MILITARY ORGANIZATION.**

ITEM 14 BRANCH OF SERVICE - INDICATE WHETHER YOU WERE IN THE ARMY, NAVY, MARINE CORPS, AIR FORCE, COAST GUARD OR A FOREIGN MILITARY ORGANIZATION.

ITEM 15 MILITARY GRADE UPON SEPARATION - INDICATE MILITARY GRADE HELD WHEN RELEASED FROM MILITARY SERVICE. IN CASES OF INDIVIDUALS CURRENTLY IN THE MILITARY RESERVE, THE GRADE MAY BE LOWER THAN THEIR CURRENT MILITARY RESERVE GRADE.

**ITEMS 17-25 COMPLETE ITEMS 17 THROUGH 25 IF YOU ARE CURRENTLY A MEMBER OF A MILITARY RESERVE FORCE. A MILITARY RESERVIST IS ANY PERSON APPOINTED OR ENLISTED AS A RESERVE OF THE ARMED FORCES OF THE UNITED STATES, OR ANY SUCH PERSON WHO ACQUIRES SUCH STATUS BY TRANSFER PURSUANT TO LAW TO THE NATIONAL GUARD OF THE UNITED STATES, THE ARMY RESERVE, THE NAVY RESERVE, THE MARINE CORPS RESERVE, THE AIR FORCE RESERVE, THE AIR NATIONAL GUARD OF THE U.S., OR THE COAST GUARD RESERVE.**

ITEM 17 BRANCH OF SERVICE - ARMY, NAVY, MARINE CORPS, AIR FORCE, COAST GUARD, NATIONAL GUARD OR AIR NATIONAL GUARD.

ITEM 19 MILITARY OCCUPATIONAL SPECIALTY -

- A. ARMY AND NATIONAL GUARD, ENTER YOUR MOS
- B. AIR FORCE AND AIR NATIONAL GUARD, ENTER YOUR AFSC
- C. MARINE CORPS, ENTER YOUR MOS
- D. NAVY AND COAST GUARD:
  - (1) OFFICERS, ENTER YOUR DESIGNATOR
  - (2) ENLISTED, ENTER YOUR RATING

(IF YOUR SPECIALTY NUMBER IS UNKNOWN, ENTER THE TITLE OF YOUR MILITARY SPECIALTY)

ITEM 21 RESERVE CATEGORY - INDICATE WHETHER YOU ARE IN THE READY RESERVE, STANDBY RESERVE, OR RETIRED RESERVE.

- A. THE READY RESERVE CONSISTS OF THOSE UNITS OR MEMBERS OF THE RESERVE COMPONENTS, OR BOTH, WHO ARE LIABLE FOR ACTIVE DUTY EITHER IN TIME OF WAR, IN TIME OF NATIONAL EMERGENCY DECLARED BY THE CONGRESS, OR PROCLAIMED BY THE PRESIDENT, OR WHEN OTHERWISE AUTHORIZED BY LAW. YOU ARE A READY RESERVIST UNLESS YOU HAVE RETIRED, OR HAVE VOLUNTARILY BEEN TRANSFERRED TO THE STANDBY RESERVE, OR HAD YOUR NAME OFFICIALLY PLACED ON THE INACTIVE STATUS LIST BY COMPETENT AUTHORITY.
- B. THE STANDBY RESERVE CONSISTS OF THOSE UNITS OR MEMBERS OF THE RESERVE COMPONENTS (*other than members of the retired reserve*), OR BOTH, WHO ARE LIABLE FOR ACTIVE DUTY ONLY IN TIME OF WAR OR NATIONAL EMERGENCY DECLARED BY THE CONGRESS, OR WHEN OTHERWISE AUTHORIZED BY LAW. THE STANDBY RESERVE INCLUDES THE INACTIVE STATUS LIST.
- C. THE RETIRED RESERVE CONSISTS OF THOSE MEMBERS OF THE RESERVE COMPONENTS WHOSE NAMES ARE PLACED ON RESERVE RETIRED LISTS ESTABLISHED IN ACCORDANCE WITH REGULATIONS PRESCRIBED BY THE APPROPRIATE SECRETARY.

ITEM 22 EXPIRATION DATE OF APPOINTMENT OR ENLISTMENT -

- A. ENLISTED PERSONNEL ENTER DATE WHEN CURRENT ENLISTMENT EXPIRES OR WHEN PRESENT RESERVE OBLIGATION ENDS, WHICHEVER IS LATER.
- B. OFFICERS WHO ARE SERVING UNDER OTHER THAN AN INDEFINITE APPOINTMENT, ENTER TERMINATION DATE OF CURRENT APPOINTMENT.

ITEM 24 MILITARY MOBILIZATION ASSIGNMENT - IF YOU HAVE BEEN GIVEN A MOBILIZATION ASSIGNMENT BY COMPETENT MILITARY AUTHORITY, ENTER THE NAME OF THE OFFICE AND/OR AGENCY TO WHICH YOU WOULD BE ORDERED IN THE EVENT OF MOBILIZATION. IF YOU HAVE NOT BEEN OFFICIALLY NOTIFIED BY COMPETENT MILITARY AUTHORITY THAT YOU HAVE A SPECIFIC MOBILIZATION ASSIGNMENT, LEAVE BLANK.

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FORM SF 52

Item	(Agency Serial Number)	1-6
(10)	(Name - Last, First, Middle)	7-24
(11)	(Date of Birth)(Mo. Yr.)	25-28
(12)	(Nature of Action - Last Form 52)	29-30
(13)	(Effective Date of Action) (Mo Day Yr)	31-36
(14)	(Position Title and slott Number)	37-42
(15)	(Agency Occupational Series Code)	43-48
(16)	(Service Pay Grade)	49-50
(17)	(Service)	51
(18)	(Organizational Designation)(Agency Component)	52-57
(19)	(Funds-Headquarters or field)	58
(20)	(Sex - Race)	60
(21)	(Agency Career Designation)	61-62
(22)*	(Primary MOS or AFSC)	63-67
(23)*	(Group Code)	68
(24)	(Duty Station)(Country - City)	69-73
(25)	(EOD)	74-79
(26)	(Card No.)	80

\* Enter appropriate number, letters, or date on Column No.

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